

Department of Public Health and Human Services	Section: CASE MANAGEMENT
TANF CASH ASSISTANCE	Subject: WoRC Participation, Documentation & Reconciliation

Supersedes: TANF 701-4 (01/01/08); TB-48 (9/18/08)

References: 45 CFR 261.20-.25; ARM 37.78.102; and .508; Deficit Reduction Act of 2005;

GENERAL RULE -- States must report the actual number of participation hours for each work activity in which an adult (or minor child head of household) participated. The state must report actual participation hours for each benefit month rather than the hours negotiated to ensure "accurate and complete" information is reported in the TANF file. Refer to TEAMS User Guide, 700-p.2, for TEAMS procedures.

NOTE: A state's participation rate is calculated on the participation status of each individual required to participate and is NOT averaged out over the entire caseload.

Reconciliation Processes: Effective October 1, 2006, TEAMS will support the following reconciliation processes and will identify which reconciliation method is used for each employability plan.

- a. **Manual Reconciliation:** The manual reconciliation process will enable the WoRC Case Manager to manually reconcile an employability plan when the participant has participated in activities not previously negotiated, or when the participant's actual hours completed for a component are not equal to the negotiated hours.
- b. **Auto-Reconciliation:** The auto-reconciliation process will allow the WoRC Case Manager to indicate the participant has completed his/her employability plan requirements exactly as negotiated. When a 'Y' is placed in the ACTIVITIES COMPLETED column on PARE, TEAMS will automatically reconcile all negotiated activities.
- c. **System Reconciliation:** System reconciliation is the monthly process that will automatically reconcile hours associated with the NEW and HNC component codes.

The system reconciliation process to reconcile the NEW and HNC components will run at the end of the benefit month and display on TEAMS the beginning of the reconciliation month. For example, TEAMS will automatically reconcile the NEW and HNC components for the benefit month of April in the system reconciliation process run at the end of April, displaying in May.

HNC

The HNC component is available for use during manual reconciliation

Section: CASE MANAGEMENT

Subject: WoRC Participation, Documentation
& Reconciliation**COMPONENT**

and can be added by a WoRC Case Manager on the Employability Reconciliation screen (EMPR) provided it is being entered for the first two (2) months of benefits. (TANF 701-4)

Hours attributed to the HNC code on EMPL will display on EMPR and can be updated on EMPR as long as the hours edits are met.

**RECONCILIATION
OF ACTIVITIES**

The reconciliation process is focused on specific activities/hours and is necessary to meet federal reporting requirements. During the reconciliation process, the WoRC Case Manager should use the appropriate component codes to indicate the actual activities the participant was engaged in during the month, even if they differ from what was negotiated.

The WoRC Case Manager can use the NPI, NCC, NIH or EBI component codes during reconciliation, if they have been approved by the WoRC Monitor or Central Office.

Example: Joe has negotiated 4 weeks of Job Search (JBS) on his EP for November. On November 29th he contacts his WoRC Case Manager to report he was involved in an accident on November 18th and is in the hospital indefinitely. He provides medical documentation supporting his temporary incapacity.

The WoRC Case Manager will reconcile the first 2 weeks of November using JBS based on actual documentation of Joe's job search activities. The WoRC Case Manager will request approval of the NPI code from the WoRC Monitor and if approved, will reconcile the last 2 weeks of November using NPI.

**PROSPECTED
EMPLOYMENT
VERIFICATION**

If a TANF case is closing (verified by notice of closure from the OPA) and the participant has failed to provide pay stubs or other documentation verifying employment hours for participation purposes, the WoRC program may reconcile hours of employment as follows:

The OPA must have a signed statement or employment verification form from the employer indicating the following:

1. The start date of employment;
2. The anticipated hours of employment; and
3. The hourly wage.

WoRC must obtain a copy of the signed statement or employment

Section: CASE MANAGEMENT

Subject: WoRC Participation, Documentation
& Reconciliation

verification form for the WoRC case file.

If the above criteria are met, the prospected hours of employment may be used as reconciled hours of employment using the following guidelines:

1. The hours may only be reconciled from the start date of employment; and
2. The reconciled hours may not exceed the “anticipated” hours as stated on the employer statement or form.

Example:

Joe reports to the OPA on 10/10/07 that he has gained employment at Rock Hand Hardware. He is given an employment verification form, which he returns to the OPA on 10/15/07. The employment verification form indicates that Joe will begin work on 10/22/07. He will be scheduled to work 35 hours per week (Mon-Fri 7 hours per day) at \$8.00 per hour. His TANF case closes effective 10/31/07 due to income.

Joe contacts his WoRC Case Manager and reports the job. He renegotiates his EP to be EMP for 35 hours per week effective 10/22/07. The WoRC Case Manager reminds Joe that he will need to provide pay stubs and/or time sheets to verify the employment hours, but Joe does not provide the information.

If the WoRC Case Manager had obtained a copy of the signed employment verification form, they would reconcile EMPR for October as follows:

CMP	START	END	NEG	REC
EMP	10/22/07	10/28/07	035	035
EMP	10/29/07	10/31/07	021	021

All other activities for October would be reconciled based on the **actual** verified hours of participation.

NOTE: If the employer statement was not provided until 10/22 and case was not closed until 11/30/07, employer statement could be used to reconcile November EMPR.

Example:

Susie reports to OPA on 10/25/07 that she was hired at Big Sky Care Center on 10/22/07. She provides a signed statement from the employer which indicates that Susie will begin work on 10/29/07 and is scheduled to work 40 hours per week, Friday – Tuesday 8 hours per day. Susie’s TANF case will close effective 11/30/07 due to income.

Susie meets with her WoRC Case Manager and renegotiates her EP for the last week of October and November. The renegotiated EP is as

Section: CASE MANAGEMENT

Subject: WoRC Participation, Documentation
& Reconciliation

follows:

EMP	10/29/07	10/30/07	016
EMP	11/01/07	11/30/07	160

The WoRC Case Manager reminds Susie that she will need to provide pay stubs and/or time sheets to verify the employment hours, but Susie does not provide the information. If the WoRC Case Manager has obtained a copy of the signed employment statement, they would reconcile EMPR for October as follows:

CMP	START	END	NEG	REC
EMP	10/29/07	10/30/07	016	016

All other activities for October would be reconciled based on the actual verified hours of participation.

The WoRC Case Manager would reconcile EMPR for November as follows:

CMP	START	END	NEG	REC
EMP	11/01/07	11/30/07	160	160

INCARCERATED INDIVIDUALS

Individuals who are incarcerated for less than one week (typically 2-3 days) must be offered the opportunity to “make up” the hours of participation that they were unable to complete due to the incarceration.

If the individual is able to complete the hours and provide verification of the hours and activities, the EMPR screen will reflect the activities and no sanction will be recommended. If the individual does not complete the hours and provide verification, a sanction should be recommended.

Individuals who are incarcerated for more than one week will not be able to “make up” the hours of participation they are unable to complete due to the incarceration. Therefore, a sanction for non-compliance with allowable work activities should be recommended.

NOTE: Even though some jails offer internet access, etc., which may allow the individual to complete job search, etc., activities performed while incarcerated are not allowable work activities. (TANF 701-3)

If the individual who is incarcerated will not be returning to the household before the next month’s benefits are issued, they are not considered temporarily absent and will be removed from the household for the next month. (TANF 302-1)

**► EXCUSED
ABSENCES**

All TANF participants involved in unpaid allowable work activities are allowed up to **16 hours** of excused absence hours in a month and no more than **80 hours** in a **preceding 12-month time period**.

Use of these excused absence days is limited as follows:

1. The participant must have good cause, as defined in TANF 1509-1, for not participating;

- 2. The participant may not use more than 16 hours of excused absences in one month;

- 3. The participant may not exceed 80 hours of excused absences in a preceding 12-month time period; and

4. The use of the excused absence hours is limited to unpaid allowable work activities.

- TEAMS will display the number of excused absence hours that have been reconciled in the preceding 12-month time period on the EMPS screen.

**► EXCUSED
ABSENCE
RECONCILIATION**

If a participant meets the above criteria for excused absence hours, the excused absence hours should be reconciled under the excused absence field on EMPR. This may result in full hours being reconciled on TEAMS.

A case note must be entered regarding the use of the excused absence. (Please refer to the WoRC Guidelines for specific examples.)

**► GOOD CAUSE/
NO EXCUSED
ABSENCE**

If a participant has good cause for not participating, but does not have any excused absence hours available, the activity/component would be reconciled only with actual, verified participation hours on EMPR. A sanction would not be recommended however, as good cause exists.

HOLIDAYS

All TANF participants involved in unpaid allowable work activities are allowed no more than 10 holidays in any Federal Fiscal year (October 1 – September 30). The State has designated the following holidays as allowable holidays, no other holidays are allowed:

Columbus Day
Veteran's Day
Thanksgiving
Christmas
New Year's Day

Martin Luther King, Jr. Day
President's Day
Memorial Day
4th of July
Labor Day

Section: CASE MANAGEMENT

Subject: WoRC Participation, Documentation
& Reconciliation

NOTE: Because of the limitation on the holidays to 10 within any Federal Fiscal year, the “count” of holidays does not start over if there is a break in TANF assistance.

Use of the 10 holidays is limited as follows:

1. The use of the holiday day is limited to unpaid allowable work activities;

NOTE: If the participant is involved in employment, the place of employment is closed for the holiday, but the participant is not paid for the holiday, there is no leave day allowed for the holiday. The participant must make up the lost hours in another activity or throughout the month.

2. The participant must have been scheduled to participate in the unpaid allowable work activity; and
3. The holiday must be included in the list of allowable holidays above.

The WoRC Case Manager must manually track the use of holidays in the case file.

► HOLIDAY RECONCILIATION

If a participant meets the above criteria for holiday, eight (8) hours should be reconciled under the holiday field on EMPR. This may result in full hours being reconciled on TEAMS.

NOTE: If the activity/component is a secondary activity, it is limited to five (5) hours in a 2-parent household.

A case note must be entered regarding the use of the holiday. (Please refer to the WoRC Guidelines for specific examples)

DOCUMENTATION/ VERIFICATION OF ACTIVITIES

Documentation/verification of all activities completed by the participant and reported in the TANF File must be maintained in the WoRC case files. The types of documentation and verification may vary, depending on the activity the participant is engaged in. For more information, please refer to the WoRC Guidelines.

MAF

ΦΦΦ